

Appendix 2 – Gateways Explanation

1. Authority to submit Project Proposal

A very short project proposal report is submitted to the Corporate Projects Board of senior officers who consider whether to give approval to submit the proposal to Members.

2. Project Proposal

A short business case to be prepared seeking authority to proceed to Outline Options Appraisal stage and permission to expend any resource, internal or external. The proposal should establish clear, measurable objectives and benefits. At this stage, the relevant approval track (Standard or Streamlined) will be determined.

3. Outline Options Appraisal

The report should set out a very broad range of viable options for proceeding with the project and seeking guidance from Members on which options to progress. An indication of the intended procurement strategy should be set out at this stage.

If approved, the project enters the shadow capital programme at this stage.

4. Detailed Options Appraisal

Report to be prepared setting out detailed appraisal of options, or variations of an option, taking account of advice by Members on previous report. The level at which the scheme design will be approved is to be determined at this stage (options would include Spending Committee, Projects Sub-Committee, Chief Officer, Project Board, Town Clerk's Programme Office). Approval of the procurement methodology will be sought at this stage (subject to approval of Gateway 4a if City funding is being sought, Gateway 4b if the project is estimated to cost over £2m and Gateway 4c the detailed design at the appropriate level) will be sought at this stage, if required.

4a. Inclusion in Capital Programme (if new City funding is required for the project)

The Resource Allocation Sub-Committee will recommend to the Policy and Resources Committee whether to add a project to the capital programme, hold it in reserve, commission further work or drop it. If a project is added to the programme the Resource Allocation Sub-Committee will advise the Policy and Resources Committee as to how the expenditure should be phased. Reporting at this stage will be prepared by the Town Clerk's Programme Office.

4b. Court of Common Council Approval (projects over £2m)

Approval of the Court of Common Council will be sought at this stage. Court reports will be prepared by the Town Clerk's Office.

4c. Detailed Design

Approval of the detailed design for the option selected at Detailed Options Appraisal, at the level agreed at that stage.

5. Authority to Start Work

Authority to be sought at this stage to begin delivering the project. The results of any tender exercise must be included in this report. The level of progress reporting is determined at this stage and can range from specific project reports to coverage by exception in routine updates.

6. Progress Reports

Short updates on progress made on project with particular focus on risk, cost and time – frequency to be determined at 'authority to start work' stage.

7. Outcome Report

Critical assessment of the project and the achievement of its objectives.